NOTICE OF VACANCY

AUGUSTA, GEORGIA is presently in the process of recruiting for the position described below. Applications for the positions will be given and taken at the
HUMAN RESOURCES DEPARTMENT on:
MONDAY - FRIDAY
9:00 A.M. - 4:00 P.M.
After the recruiting period is expired, the applications will be referred to the respective department.

JOB TITLE: Payroll Coordinator
DEPARTMENT: Human Resources
SALARY: $25,103.00 Annually
BEGINNING DATE: February 9, 2004
CLOSING DATE: February 20, 2004

MINIMUM QUALIFICATIONS:

High School diploma, trade school, or equivalent level of education. 3-5 years of directly related work experience in the area of processing automated payroll with an emphasis on the creation of payroll records as well as the input of new hire employment data.   Considerable knowledge of accounting, bookkeeping, and interactive computerized payroll and financial management system. Familiarity with local, state, and federal laws and Augusta-Richmond County policies and procedures. Proficiency in analyzing and resolving problems and interpersonal relations. Mastery of computers and standard business application software, mathematical calculations, and using standard office equipment. Excellent communication skills, both oral and written. Demonstrated ability to work independently. Necessary Competencies: excellent analytical ability, orderly thinking, proficiency in making formal presentations.

MAJOR DUTIES:

Analyzes, prepares and inputs payroll data using automated system to produce accurate and timely payroll. Maintains payroll records and master payroll files. Creates Employee Personnel File. Processes all department transfers, terminations, salary changes, deferred compensation enrollments, changes, and cancellations. Maintain accurate position control by updating, adding, deleting positions as needed. Responsible for interpreting and processing EIC, W-4, and G-4 tax documents and responding to employee payroll inquiries. Maintains New Hire Reporting Program. Prepares monthly report on organizational hiring, promotions, terminations, comp and overtime usage, etc. Acts as liaison with the Information Technology department regarding internal system and technical issues.